



Embassy of the United States of America
Amman, Jordan

Amman, Jordan
Date: June 29, 2022

To: Prospective Offerors

Subject: Request for Quotations number **19J01022Q0046** Videography to produce full-scale video services.

Enclosed is a Request for Quotation (RFQ) for video production services of the U.S. Embassy Amman, in accordance with the specifications and terms and conditions set forth herein.

Quotations are due on July 17th, 2022, at 15:00 local time and must be submitted by email to AmmanRFQ@state.gov and be in the following format:

- Subject line in the e-mail must include the RFQ number and company name.
- Attach all documents to the e-mail (Microsoft Word or PDF). We will not accept offers that include links, unsolicited offers, or hard copies.
- The Embassy will not accept any quotations submitted after the deadline.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Pricing
3. Section 5, Representations and Certifications
4. Additional information as required in Section 4

Offerors are required to submit all questions in writing to AmmanRFQQuestions@state.gov. Questions and Government's answers will be made publicly available on the Embassy's website. Questions are due by July 6th, 2022, at 15:00 PM local time.

The U.S. Government intends to award a purchase order following the procedures outlined in this RFQ. We intend to award a purchase order based on initial proposals without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The U.S. Embassy is prohibited from procuring goods or services from any firms that are not registered in the System for Award Management (SAM). SAM is an integrated procurement database and serves as a single point of entry for vendors seeking to do business with the U.S. Government.

You are kindly requested to complete the attached NDAA document and answer the questions for a quotation to be considered for award. Please make sure to insert your answer at the highlighted points.

Sincerely,

Oscar Weinmeister
Contracting Officer